

18 October 1979

MEMORANDUM FOR ALL PBO HANDS

FROM:

Director, Program and Budget Office

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SUBJECT: Security

1. As you are all aware, we are once again into the busiest season of the year. It is also the season where we run the greatest risk of security violations. Compounding the problem this year is the fact that our end-of-the-day security procedure is often done before many of the people leave (as a result of travel arrangements or other understandable demands of the job).

2. We have already had two violations, and at least four near misses. The near misses simply point up the importance of a double- and even a triple-check procedure. I would ask you all to individually pay particular attention to the following:

- o Word-processing equipment: We have at least four different types currently on hand. Everyone should be familiar with how to turn the machines off, how to remove from them all tapes, ribbons, papers, etc., and how to clear memories.
- o Work areas: There is a tendency, particularly during busy times, to allow clutter to build up. Experience indicates that uncluttered work areas contribute to better security. If it is necessary to leave things out, they should be checked each day to ensure no classified materials have found their way onto the stack.
- o Safes: Once again, the rule of thumb has to be: when in doubt, lock it. Safes can be secured during the work day just as easily as when you are departing for home in the evening. If you will be away from your desk for any length of time, please lock your safe. I would also ask each of you to adopt, as a personal habit, a routine check of three or four randomly chosen safes in the area. If we all do this, safes will receive multiple checks each day after they are locked.

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- o End-of-the-day procedures: In addition to the normal security check, I would like to institute the following precautions: if you are the security checker and it becomes obvious that you will be leaving before a number of safes are going to be secured for the night, please find out who intends to remain later and get a positive commitment from at least one person to do a second recheck. If you are one of those staying after normal duty hours and after the security check has been made, instead of directly exiting from the office area, please take one full walk around the floor. This "circuit rider" approach should take no more than 30 seconds, but could produce real dividends. We have secretarial assistance routinely until about 1800 hours each evening. [redacted] has agreed to spend the last five minutes or so each evening checking security one last time before she leaves. STAT

- o Weekend work: Because it is impossible to predict who will be working on any given weekend, the only guideline I can provide is that the senior secretary and the senior professional present are responsible for making or ensuring that there be a positive security check of the safes and the work areas. This may be nothing more than asking someone to do it. In any case, a positive security check must be made. If you are alone, please consider it office procedure to secure a guard check before you leave by calling [redacted] STAT

3. Security is one of the aspects of our job. It is something we all agree to pay attention to when we accept employment. We all recognize how important the work we do is. If it is important, it's worth safeguarding. If any of you have additional suggestions as to how we can improve the security of the office, please pass your ideas to me, [redacted] STAT

cc: Security/AS/RM

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